

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M 115
MAYOR'S OFFICE		
Item No.	Description	Retention
1.	Correspondence and Subject Files Correspondence from City, County and State officials, private citizens, businesses, departmental memoranda and reports.	Screen annually and destroy the material that is no longer needed for business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	Project Files Main Street reconstruction, detention center, sister cities etc.	Screen annually and destroy the material that is no longer needed for business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.

 , Mayor

Department Director

4/27/2000

Date



City Clerk

4/27/2000

Date



Schedule Approved by State Archivist

MAY 11 2000

Date

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE <u>1</u> OF <u>2</u>	
1. Department MAYOR		2. Division ADMINISTRATION		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title CORRESPONDENCE AND SUBJECT FILES				5. Earliest Year/Latest Year <u>1989</u> to <u>1996</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. CORRESPONDENCE FROM CITY, COUNTY AND STATE OFFICIALS, PRIVATE CITIZENS, BUSINESSES, DEPARTMENTAL MEMORANDA AND REPORTS)					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) <u>1-8</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>4</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) CITY HALL, ROOM 105			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ALPHABETICAL			18. Recommended Retention 4 YEARS, THEN DESTROY		
19. Name and Title of Preparer ANNE BOOTH, EXECUTIVE ASSISTANT					
20. Telephone Number (410) 263-7997				21. Date September 19, 1996	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY PAGE <u> 2 </u> OF <u> 2 </u>	
1. Department MAYOR		2. Division ADMINISTRATION		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title PROJECT FILES				5. Earliest Year/Latest Year <u> 1989 </u> to <u> 1996 </u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. MAIN STREET RECONSTRUCTION, DETENTION CENTER, SISTER CITIES ETC.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) <u>1-8</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____ 10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
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